



**CIRCULAR MCO – 002/2016**

**DATE:** FEBRUARY 17, 2016  
**FROM:** MCO HEAD OFFICE – ENG. CESAR HUERTAS  
**TO:** ALL MCO SURVEYORS  
**SUBJECT:** CICA REQUIREMENTS (RACAD)

Dear Sir(s):

Please be aware that due to several observations made by Panama Maritime Authority regarding the issuance of CICA and the information contained in the RACAD, MCO Head Office has decided to guide you in order to avoid delays during the process of the above mention certificate.

We remind you that the following points shall be completed and filled up accordingly below instructions:

**CREW SLEEPING ROOMS (I.L.O. Convention No. 92)**

➤ This part must be completed as per the information contained below to this table.

CABIN ID No.	LOCATION Deck, Side & Frames	OCCUPANTS		DIMENSIONS (2) (m/ft)		AREA(3) (m <sup>2</sup> /ft <sup>2</sup> )		BATH (4)
		Cat(1)	No.	Length	Width	Min.Rule	Actual	
								P
								P
								N
								P
								S

NOTES:  
**1. Enter: O - for officers; P - petty officers; M - for miscellaneous; D - for deck ratings; E - for engine ratings; C - for catering staff.**  
**2. Indicate units. In odd-shaped cabins, indicate mean or approximate values.**  
**3. Indicate units. Area includes berths, lockers and furniture, but excluded zones of difficult access.**  
**4. Enter: P - for private; S - for semi-private(4 person) N - for none.**

The number of persons allowed to occupy sleeping rooms shall not exceed the following maxima:

- (a). officers in charge of a department, navigating and engineer officers in charge of a watch and senior radio officers or operators: one person per room;
- (b). other officers: one person per room wherever possible, and in no case more than two;
- (c). petty officers: one or two persons per room, and in no case more than two;
- (d). other ratings: two or three persons per room wherever possible, and in no case more than four.

**\*If the vessel has more than 4 persons in a cabin (5 or 6) shall apply for an exemption of Article 10 of ILO 92.**

**CREW MESSROOMS:**

➤ This part must be completed as per the information contained below to this table.

ROOM USE (1)	LOCATION Deck, Side & Frames	USERS		DIMENSIONS (3) (m/ft)		REMARKS
		Cat(2)	No.	Length	Width	
█	█	█	█	█	█	█
█	█	█	█	█	█	█
█	█	█	█	█	█	█
█	█	█	█	█	█	█
█	█	█	█	█	█	█
█	█	█	█	█	█	█

**NOTES:**

- 1) Enter: **M** - for messroom; **R** - for recreation room; **MR** - for both;
- 2) Enter; **O** - for officers; **P** - petty officers; **M** - for miscellaneous;  
**D** - for deck ratings; **E** - for engine ratings; **C** - for catering staff;
- 3) Indicate units. In odd-shaped rooms, indicate mean or approximate values.

All ships shall have separate mess room accommodation shall be provided for:

- (a). master and officers;
- (b). petty officers and other ratings.

**\*If the vessel only has one messroom, shall apply for an exemption of Article 11 of ILO 92.**

**PUBLIC CREW BATHROOMS**

ROOM ID No.	LOCATION Deck, Side & Frames	USERS		DIMENSIONS (2) (m/ft)		NUMBER OF FIXTURES <b>“Put the amount of fixtures”</b>		
		Cat(1)	No.	Length	Width	WC	Shwr/Tub	Basin
█	█	█	█	█	█	2	2	2
█	█	█	█	█	█	1	-	3
█	█	█	█	█	█	█	█	█
█	█	█	█	█	█	█	█	█
█	█	█	█	█	█	█	█	█
█	█	█	█	█	█	█	█	█
█	█	█	█	█	█	█	█	█

NOTES:

- 1) **Enter: O - for officers; P - for petty officers; M - for miscellaneous;  
D - for deck ratings; E - for engine ratings; C - for catering staff.**
- 2) **Indicate units. In odd-shaped room, indicate mean or approximate values**

Please take note of this important information & proceed accordingly.

Best regards,

*Cesar Huertas*



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